

ARMY SUBSTANCE ABUSE PROGRAM
INSTALLATION BIOCHEMICAL COLLECTION POINT
FORT RILEY, KANSAS 66442

STANDARD OPERATING PROCEDURES (SOP)
FOR
MILITARY URINALYSIS COLLECTIONS



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SOP ANNUAL REVIEW SHEET

TITLE: STANDARD OPERATING PROCEDURES FOR MILITARY URINALYSIS
COLLECTIONS

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DISTRIBUTION: To all units on Fort Riley.

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STANDARD OPERATING PROCEDURE (SOP)

ARMY SUBSTANCE ABUSE PROGRAM INSTALLATION BIOCHEMICAL COLLECTION POINT (IBCP) MILITARY URINALYSIS COLLECTIONS

1. PURPOSE: This SOP is designed as a guide to assist the Unit Prevention Leader in carrying out the commander's urinalysis testing program for their unit's soldiers. This SOP is to be used in conjunction with Army Regulation 600-85, the Fort Riley Army Substance Abuse Program (ASAP) SOP and the Commander's Guide & Unit Prevention Leader (UPL) Urinalysis Collection Handbook.
2. APPLICABILITY: This SOP applies to all qualified personnel assigned to Fort Riley whom utilize the ASAP. Deviations from or modifications of the procedures set forth in this SOP are not authorized without the approval of the Alcohol and Drug Control Officer (ADCO) and Staff Judge Advocate (SJA). Requests for authority to deviate from, supplement, or modify any procedure set forth in this SOP may be submitted for consideration to the ADCO.
3. GENERAL POLICY: The ASAP provides for both Alcohol and Drug abusers in the same counseling program. The facility at which these services are provided will be known as the ASAP within the Directorate of Community Activities. Commanders and supervisors must confront suspected alcohol or other drug-abusing individuals under their supervision with the specifics of their behavior, inadequate performance or unacceptable conduct. Knowledgeable commanders and supervisors provide the necessary tools for motivating personnel to recognize the advantages of obtaining assistance. All levels of the chain of command must take aggressive action in identifying personnel, regardless of rank or grade if alcohol or other drug abuse is suspected.
4. OVERVIEW: Detectable drug usage within the Army has been dramatically reduced over the years as a result of leadership, education and aggressive urinalysis testing. Urinalysis testing is an important tool available to the commander to assist him or her in preventing drug abuse within his command. How urinalysis testing is implemented and managed within a command is crucial to the success of the program. The Unit Prevention Leader (UPL), as the key advisor to the commander concerning drug and alcohol abuse, plays an important role in establishing and maintaining a credible urinalysis program for the command.
5. OBJECTIVES: The objectives of the ASAP are as follows:
 - a. Prevent alcohol and other drug abuse.
 - b. Identify alcohol and other drug abusers as early as possible.
 - c. Restore soldiers to duty as early as possible.

- d. Achieve maximum productivity; reduce absenteeism and attrition among soldiers by preventing and controlling abuse of alcohol and other drugs.
- e. Ensure that effective alcohol and drug abuse prevention education is provided at all levels. This education must be included in all rehabilitation as a part of the ASAP.
- f. Provide evaluation and research.

6. REFERENCES:

- a. AR 600-85, Army Substance Abuse Program (ASAP), 24 March 2006, effective 24 April 2006.
- b. Commanders Guide & Urinalysis Collection Unit Prevention Leader (UPL) Handbook, 01 September 2005.
- c. Fort Riley Installation ASAP SOP, 1 November 2005
- d. DOD 1010.1
- e. DOD 1010.16
- f. Fort Riley Rules, 24 March 2004

7. RESPONSIBILITIES:

- a. ADCO
 - (1) Coordinates all activities in the area of substance abuse to include education, prevention, training, identification, referral, follow-up, and program evaluation, to include biochemical testing.
 - (2) Ensures that all results are processed and forwarded to appropriate commanders.
- b. IBTCs
 - (1) Performs the role of subject matter expert to the installation commanders in reference to biochemical testing requirements and regulations.
 - (2) Performs quality assurance inspections on all urinalysis documents and urine specimens before shipment to the Forensic Toxicology Drug Testing Laboratory (FTDTL).
 - (3) Augments the installation Inspector General Team as an ASAP Inspector.

- (4) Receives and processes positive urinalysis documents from the FTDTL.
- (5) Disseminates positive urinalysis report information to the unit commanders, Criminal Investigations Division – Drug Suppression Team (CID-DST), the Prevention Coordinator (PC) and the Clinical Director (CD) - Fort Riley ASAP.

8. REQUIREMENTS:

- a. An active and aggressive urinalysis program serves as a valuable tool and an effective deterrent against drug abuse. Installation, community and activity commanders will ensure that a drug-testing program is maintained IAW DoD directive 1010. 1, AR 600-85 and this SOP.
- b. Due to the sensitive nature of the duties performed by the personnel within aviation, military police and personnel who are members of the Nuclear Chemical Personnel Reliability Program, these categories must be tested a minimum of once a year.
- c. Units will randomly test 40% of their unit strength per quarter.
- d. Each unit is required to have a detailed Unit ASAP SOP signed by the current unit commander. A policy letter may be utilized in lieu of the SOP if the policy letters provides all necessary information that the SOP would contain.
- e. This Unit SOP and the Commanders Guide & Urinalysis Collection Unit Prevention Leader (UPL) Handbook, 01 September 2005, must be at the collection site each time a urine collection for drugs of abuse is conducted.

9. UNIT PREVENTION LEADER CERTIFICATION:

- a. The commander must complete the memorandum for the UPL selection. The background check (DA 7281-R) or DD 369 and appointment orders must be attached to the Memorandum for Record and submitted to the Installation Biochemical Collection Point (IBCP), building 7264 no later than 3 weeks prior to class date to obtain a seat reservation. The soldier then receives the UPL handbook CD and UPL CD for study time. The UPL must be an E-5 or above and must present his Commanders current ASAP SOP for review at this time.
- b. UPL training is presented in the classroom of the Soldier and Family Support Center, building 7264 or bldg 7285(DLC). The class will accommodate only the individuals that had previously reserved seating. A copy of the UPL CTP CD will be turned in at this time.

A. Pre-collection Procedures

1. Date and % of unit to test selection: Commander and UPL determine a date for a unit urinalysis and the percent of the unit to test.
 - a. The Biochemical Testing Program is the commander's program, which means that the commander may determine when, where and how much testing he/she does, as long as the minimum DOD testing rates and other higher command policies are followed. A commander should be aware of smart testing procedures and be alert to possible pattern testing. The commander needs to vary the day and week of the month that he/she performs testing.
 - b. The commander may delegate this responsibility to the UPL and/or the 1SG.
 - c. The commander may choose not to inform the UPL of the test date until the day before or the day of the test.
2. Schedule test with IBTC: UPL/commander notifies IBTC of test date and number of personnel to be tested.

NOTE: Although, the urinalysis program is a commanders program and the commander should be allowed to test when he/she feels it is necessary, Fort Riley IBTC requires the commander to schedule a specimen turn-in date. This is required by the IBTC so he/she can manage workload, supplies and quotas. The commander can still test on the day he/she desires, but specimens may have to be stored at the unit until they can be turned in.

3. Obtaining supplies: UPL ensures collection supplies are available (See Appendix A for a list).
 - a. At a minimum Fort Riley UPLs will maintain enough supplies to collect 12 specimens at any time for probable cause or competence for duty.
 - b. ACSAP recommends that units maintain enough supplies to conduct a 100% unit sweep (Inspection Unit) and then replenish the used supplies at turn-in.
 - c. Some installations require the UPL to pick-up supplies from the IBTC prior to each unit urinalysis.

NOTE: Fort Riley units will pick up supplies prior to each test.

4. CDR selects personnel to be tested.
 - a. The commander selects personnel to be tested by utilizing a random selection method. **The preferred selection method is the DOD Drug Testing Program (DTP);** this method is mandatory at Fort Riley, KS. Whichever

method the commander utilizes MUST be written in the unit SOP. The commander should also have a policy for testing personnel who are TDY, at school, etc.; personnel selected for a random test (IR) must be tested either upon their return or during the next unit collection.

- b. The commander may delegate this responsibility to the UPL or 1SG.
 - c. Personnel selection may be conducted prior to the actual test date.
 - d. Ensure that the selection process is truly random.
 - e. DA (ACSAP) & DOD strongly encourage you to use the DTP software for random selection of personnel. (Mandatory usage of DTP at Fort Riley, KS).
5. Donor notification procedures: CDR ensures selected personnel are notified.
- a. Preferably with less than 2 hours notice, but no more than 6 hours notice.
 - b. Ideally personnel are notified and called out at a formation (morning, PT, recall, etc).
 - c. An alert can be called to notify personnel, but remember not to tell the soldiers that it's a urinalysis. Also, if your unit only calls an alert for a urinalysis then give the soldiers less than 2 hours to report.
6. Set-up UPL Station: UPL obtains collection supplies and sets up UPL station.
- a. Ensure you have sufficient supplies for the number of specimens you will collect plus 10%.
 - b. You should set up the table in a non-carpeted area with your back to a wall.
 - c. The UPL station should be as close as possible to the latrine(s) that will be used for the collection.
 - d. The UPL station may be the same area as the holding area, although having separate areas is preferred. The UPL should try to setup his/her table away from the holding area; this reduces distractions by personnel waiting.
 - e. You should have a table with sufficient space to perform assigned duties.
 - f. The desk will be of non-absorbent material or covered with a waterproof backed absorbent covering.
 - g. The testing area should be a controlled area; only testing personnel, command personnel and donors should be in the area (see Appendix B for signs)

h. In addition to supplies, the following should be available at the UPL station:

- (1) Copy of AR 600-85
- (2) Copy of installation, and unit SOPs
- (3) Copy of MACOM and/or installation policy letters
- (4) UPL appointment orders
- (5) Disinfectant and materials for a possible spill

7. Latrine Inspection: UPL inspects the latrine(s):

- a. UPL checks the latrine(s) before the collection starts.
- b. Ensure all cleaning agents (cleansing powder, bleach, etc) are removed from the area.
- c. Ensure paper towels and hand soap is available at the washbasin to wash after their collection is completed.
- d. Place “OFF LIMITS” sign on latrine for non-testing personnel (Appendix B).

8. Holding Area: The UPL sets up the holding area

- a. The commander is responsible for selecting the holding area NCO or officer, but may delegate this responsibility to you or the 1SG.
- b. The holding area should be near the UPL Station.
- c. If the personnel are in a formation and called out for testing or are in the immediate area and are informed that they must test, the individuals will proceed directly to the holding area.
- d. In cases in which individuals are not in a formation or must get transportation to the test site, they will report within 2 hours.
- e. Non-testing personnel are barred from the holding area.
- f. A source of water should be supplied in the holding area. Donors should drink one 8 oz glass of water every half hour, not to exceed 40 ounces.

NOTE: Other sources of fluid are acceptable, i.e. coffee, juice, soda etc.
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- g. Personnel will remain in the holding area until ready to provide a specimen.
- h. Personnel are not allowed to leave the holding area until they have donated an acceptable sample.
- i. In exceptional cases an individual with an NCO/officer escort and permission of the 1SG or commander may leave for a brief period.
- j. Personnel in the holding area should not be allowed to lounge and/or sleep. If you keep them busy, then they will provide a specimen sooner. Try:
 - (1) Providing Alcohol & Drug Training by an alternate UPL
 - (2) Cleaning weapons or masks

9. Selection of Observers

- a. The commander is responsible for the selection of the observers, and holding area supervisor. The commander needs to be careful when selecting NCOs and officers for these potentially sensitive positions.
- b. This is a commander's responsibility but may be delegated to the UPL or 1SG.

NOTE: Observers may be selected prior to the test date, but should not be notified of this duty until the selected soldiers are notified. The less personnel that are aware of the test the better your smart testing will be.

- c. Criteria for Observers:
 - (1) NCO or Officer (E-5 or above).
 - (2) Same gender as the personnel being observed.
 - (3) Possess sufficient maturity and integrity to preserve the dignity of the soldier being observed.
 - (4) Not be currently enrolled within the ASAP Rehabilitation Program or currently be under investigation for any substance abuse related offense.

10. Briefing of Observers: UPL briefs observers

- a. The UPL will verbally brief each observer on the collection process and demonstrate how to properly directly observe a soldier.
- b. The UPL will ensure that each observer reads and signs an observer's memorandum (see Appendix C). Their signature on the memorandum

signifies that they understand and will comply with their duties and responsibilities

11. Commander's Briefing - The commander should always brief the unit prior to the collection process; this ensures that all personnel understand what the commander's intent is and that soldiers are being ordered to provide a urine specimen.
 - a. Commander briefs selected personnel (See Appendix D for a copy of the briefing).
 - b. The commander's briefing is basically the order for a soldier to provide a specimen, and states why the commander is testing the selected soldiers.
 - c. Although command presence is strongly encouraged, the commander may delegate the UPL or 1SG to give this briefing
12. UPL's Unit Briefing: UPL briefs selected personnel, preferably in holding area (See Appendix E for a copy of the Briefing). The UPL will ensure that all personnel selected for testing receive the briefing. Soldiers that arrive after the test starts should be read the instructions by the holding area NCO/officer, the commander or the 1SG.
13. Selected Personnel Will Test
 - a. Soldiers selected for testing and present for duty WILL provide a specimen.
 - b. Excusing anyone selected could invalidate the collection process.
 - c. Frequent excuses: Below is a list of some of the frequent excuses used by soldiers. None of these reasons are valid to exempt a soldier from a test or change the reason for the test.
 - (1) "I'm Pregnant."
 - (2) "I'm on my period."
 - (3) "I'm taking medication that turns my pee orange (blue)."
 - (4) "I'm taking prescription medication."
 - (5) "I have to dispatch a truck."
 - (6) "I want to self-refer myself, I have a problem."
 - (7) "I am enrolled in the ASAP, it should be a rehabilitation test"

<p>NOTE: If a soldier enrolled in ASAP is selected randomly or on a 100% test it is not a rehabilitation test, it is an inspection test.</p>
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B. Collection Procedures: The following steps are the standardized and regulatory procedures for the collection, handling and submission of urine specimens. These procedures have been

designed to ensure legal defensibility in a court of law and MUST be followed exactly as written. Do not take short cuts to speed up the process, you may invalidate the test.

- 1 The UPL will not start collecting specimens until he/she puts on disposable rubber gloves.
- 2 Soldier approaches the UPL desk with ID card when prepared to give a urine specimen. If the soldier does not have an ID card in his/her possession, an alternate reliable method for verifying the SSN of the soldier is required.
- 3 Soldier will remove excess outer garments (BDU Jacket, coats, etc).
- 4 The UPL initiates all required paperwork (if pre-prepared forms and labels are used, the UPL will verify all information with the ID card).

NOTE: Only BLACK ballpoint pen should be used in filling out the collection paperwork; roller ball, felt tip pens and pencils will not be used.

a. Writing on the collection paperwork:

- (1) Avoid slashing zeros (~~0~~ use 0
- (2) Avoid European sevens (~~7~~); use 7
- (3) Avoid European ones (~~1~~); use 1
- (4) Avoid double circle eight's (8); 8
- (5) Avoid closed fours (~~4~~); 4
- (6) use 0, 1, 2, 3, 4, 5, 6, 7, 8, 9

b. Proper method of making corrections on the DD Form 2624, the bottle label, or the Unit Ledger (see Appendix I for instructions on Making Corrections)

- (1) Line through the error, initial, date, and enter correct entry near the incorrect entry. Example:

~~HR~~ IU 1/22/02

- (2) No other method of correction is authorized except by a memorandum titled "Certificate of Correction" (Discussed in post collection procedures).

c. UPL prepares label (see Appendix H for instructions on completing a label).

d. UPL prepares a DD Form 2624 - One DD Form 2624 is required for each batch up to 12 specimens. If less than 12 specimens are collected on a batch then leave the remaining blocks blank (see Appendix F for instructions on completing a DD Form 2624)

e. UPL prepares the Unit Ledger (see Appendix G for instructions on completing a Unit Urinalysis Ledger).

1. The UPL directs the soldier to verify the information on the Unit Ledger, DD Form 2624, and bottle label.
2. The soldier will then initial the bottle label. His/her initials are verification that all data is correct.
3. The UPL will remove a new collection bottle from the box in front of the soldier and replace it with the soldier's ID Card.
4. The UPL will then affix the label to the bottle, in full view of both the soldier and the observer.
5. The UPL will then hand the labeled bottle to the soldier.
6. The soldier will ensure that the observer has full view of the bottle at all times until the UPL takes custody of the specimen. At no time will the observer take custody of the urine specimen or bottle.
7. If the soldier is female, the optional wide mouth collection cup will be issued to the soldier at this time.
8. The soldier and observer will move to a secure latrine, the bottle will be held by the soldier above his/her shoulder as to keep it in full view of the observer.
9. The observer will keep the collection bottle in sight at all times.

Donor Testing – Male & Female

10. Once in the latrine, the observer will direct the soldier to wash his/her hands without the use of soap.
11. The soldier will then move to the appropriate facility to collect the specimen.

Donor Testing – Male

12. The soldier will remove the cap of the bottle in full view of the observer, and will hold it or place it face up on a clean surface.
13. The bottle cap must be in full view of the observer.
14. The soldier will then fill the bottle with at least 30mL of urine (approximately half the specimen bottle).
15. The observer must see urine leaving the body and entering the bottle.
16. The soldier will recap the bottle in full view of the observer.

Donor Testing - Female

17. The soldier will remove the cap from the collection cup, and provide the specimen.
18. The observer will keep the collection cup and the bottle in full view and directly observe urine leaving the body and entering the cup.
19. The soldier opens the specimen bottle, and pours the urine from the cup into the bottle.
20. The soldier will recap the bottle in full view of the observer.
21. The observer will watch this entire procedure.
22. The bottle must contain at least 30 mL of urine.

Donor Testing - Male & Female

23. If less than 30 mL of urine is collected then
 - a. The entire sample and the bottle will be destroyed.
 - b. The soldier will be sent back to the holding area until he/she can provide a full specimen.
 - c. Procedure will begin at the beginning of the collection process.
 - d. Original entries on the DD Form 2624 and Unit ledger may be utilized for the second specimen collected.
24. The soldier may wash his/her hands with soap after recapping the specimen, but the soldier and observer MUST keep the specimen in full view.
25. The observer and the soldier will return to the UPL table.
26. The soldier will walk in front with the bottle held above his/her shoulder.
27. The observer will keep the bottle in sight at all times.
28. The soldier will hand the bottle containing his/her specimen to the UPL; both the soldier and observer will continue to keep the bottle in sight at all times until the UPL places the specimen in the collection box.

29. The UPL will take the bottle, verify that the cap is secure, and inspect the specimen for possible adulteration.

If adulteration is suspected, secure the specimen bottle and its contents, escort the individual to the unit commander or his/her representative, and explain the circumstances. The Commander may order a Probable Cause (PO) specimen to be collected under separate chain-of-custody and the soldier held in a holding area until such time as a specimen is provided. Check with your local installation SJA and CID for further guidance.

30. The UPL will then place tamper evident tape across the bottle cap.

The tape will be one continuous piece that touches the label on both ends without obscuring any information and runs across the top of the bottle.

31. The UPL will then initial the bottle label. The UPL's initials signify that he/she:

- a. Received the specimen from the soldier
- b. Checked the specimen for possible adulteration
- c. Ensured the cap was secure
- d. Placed tamper evident tape across the cap.

32. The UPL will place the specimen in the collection box, removing the soldier's ID Card.

Note: The specimen boxes will remain with the UPL at all times.

33. The observer will then sign the unit ledger in front of the UPL and soldier. The observer's signature verifies that he/she:

- a. Complied with the collection process.
- b. Directly observed the soldier provide the sample.
- c. Maintained eye contact with the specimen until it was sealed with tamper evident tape and placed in the collection box.

34. The soldier will then sign the unit ledger in front of the observer and UPL. The soldier's signature verifies that he/she:

- a. Provided the urine in the specimen bottle.
- b. Observed the specimen being sealed with tamper evident tape.

c. Observed the specimen being placed in the collection box.

35. The ID card will be returned to the soldier at this time, and he/she is released from testing.

36. This completes the process for one (1) donor. The process continues until all specimens are collected.

Note: The UPL may use up to 3 observers at the same time.

Note: The UPL will NEVER have custody of their own specimen. An alternate UPL or personnel from the local ASAP will collect and handle the UPL's specimen.

DO NOT allow a soldier to fill a specimen bottle unless it has a label affixed to it, which includes the base area code, collection date, soldier's SSN and the soldier's initials.

C. Post Collection Procedures

1. Donor Testing: After all specimens have been collected the UPL will:

- a. Verify that all SSN's on the Unit Ledger, DD Form 2624 and bottle labels match. (see Annex L for a Quality Control Checklist)
- b. Ensure that all required information, signatures, and initials are on the bottle labels, unit ledgers, and DD Forms 2624.
- c. Ensure that each specimen has tamper evident tape applied.
- d. Ensure specimens are placed in the collection boxes in order (See appendix K for proper placement of specimens).
- e. Place the DD Forms 2624 and Unit Ledgers in their respective collection boxes.
- f. Dispose of all waste materials.
- g. Disinfect the work area.

NOTE: While cleaning up the work area the UPL must maintain eye contact with all specimen containers.

- h. Will transport all specimens to the Installation Biochemical Collection Point (IBCP) as soon as possible (normally the same duty day).
- i. If unable to transport to the IBCP immediately, the specimens, containers and paperwork will be placed in temporary storage.

2. Temporary Storage of Specimens

- a. A safe, secure filing cabinet or metal wall locker will be used to store specimens.
- b. The storage container must be in a lockable room.
- c. The safe, filing cabinet or wall locker:
 - (1) Must weigh at least 500 pounds.
 - (2) Or be attached to the structure of the building by a chain or bolted to the wall/floor.
- d. If a filing cabinet is used:
 - (1) A metal bar hasp that runs entire height of the cabinet will be used.
 - (2) A hasp may be welded to top drawer, but then only top drawer may be used for storage.
- e. The safe, filing cabinet, or wall locker will have the hasp secured with a key padlock (series 200) with two (2) keys.
 - (1) One key will be issued to primary UPL.
 - (2) The second key will be issued to commander's safe in a sealed envelope.
- f. All opening and closing of the container will be annotated on SF 702.
- g. It is extremely important that UPLs complete the chain of custody (back of DD Form 2624) properly when placing specimens in and out of temporary storage.
 - (1) When specimens are placed in temporary storage, the back of the DD Form 2624 will be annotated with the following:
 - (a) DATE: Date specimens are placed in container.
 - (b) RELEASED BY: UPL's printed name and signature.
 - (c) RECEIVED BY: Write in the building number and room in which the storage container is located.
 - (d) PURPOSE OF CHANGE/REMARKS: Write in "Placed in TEMPORARY STORAGE".

- (2) When specimens are removed from the temporary storage container, the back of the DD Form 2624 will be annotated with the following:
 - (a) DATE: Date specimens removed from container.
 - (b) RELEASED BY: Write in the building number and room in which the storage container is located.
 - (c) RECEIVED BY: UPL's printed name and signature.
 - (d) PURPOSE OF CHANGE/REMARKS: Write in "Removed from TEMPORARY STORAGE".

Under extreme circumstances, the alternate UPL may remove specimens from the storage container (i.e. the primary UPL goes on emergency leave, is hospitalized etc.). Annotate the reason on a Memorandum for Record and maintain it in your files.

3. Receipt of specimens by IBTC

- a. At the Installation Biochemical Collection Point (IBCP) the IBTC will check the following:
 - (1) Do you have a valid UPL Certification (good for 1 year)?
 - (2) Do you have your unit ledgers, DD Forms 2624, and specimens?
 - (3) Then the IBTC will do a Quality Control inspection on the specimens

Note: If you do not have an IBCP or an IBTC (such as recruiters and reserve units) then you will need to check all documentation carefully and make corrections like an IBTC.

b. Quality Control Inspection

- (1) The IBTC will review the DD Forms 2624, unit ledgers and bottle labels for completeness.
- (2) The IBTC will ensure that the information contained on the front side of the DD Form 2624 is correct and corresponds with the information on the bottle label and unit ledger:
- (3) The IBTC will ensure that, at a minimum, approximately 30 mL of urine is contained in each bottle.
- (4) The IBTC will ensure the specimen does not appear adulterated.

- (5) The IBTC will ensure that an unbroken piece of tamper evident tape is correctly placed on each bottle.
- (6) If a discrepancy is found during the check, the IBTC shall initiate appropriate action to correct the discrepancy or error, if possible. All discrepancies that can be corrected must be explained in a memorandum titled, "Certificate of Correction". The memorandum titled, "Certificate of Correction" will explain:
 - (a) The discrepancy
 - (b) The circumstances
 - (c) The corrective action
 - (d) All personnel involved, including the person(s) who made the error, must sign this certificate
 - (e) If the error is a missed entry or an incorrect entry on the bottle label or on the DD Form 2624, corrections will not be made on the label or on the form. The evidence that a correction was made will be the memorandum titled, "Certificate of Correction".
 - (f) The memorandum titled, "Certificate of Correction" will be appended to the original and all copies of the DD Form 2624.
 - (g) The memorandum titled "Certificate of Correction" will be attached to the IBTCs DD Form 2624 until its destruction date.
- (7) If no discrepancies are noted, or all discrepancies have been corrected with a Certificate of Correction, the UPL will enter:
 - (h) The date the specimens were delivered in block 12a.
 - (i) Prints his/her name and signs their payroll signature in block 12b.
 - (j) Prints "Specimens released by UPL to IBTC" in block 12d.
 - (k) Ensures that the IBTC prints and signs their payroll signature in block 12c to document receipt of specimens.

Note: Blank and example Certificate of Corrections are at Appendix J
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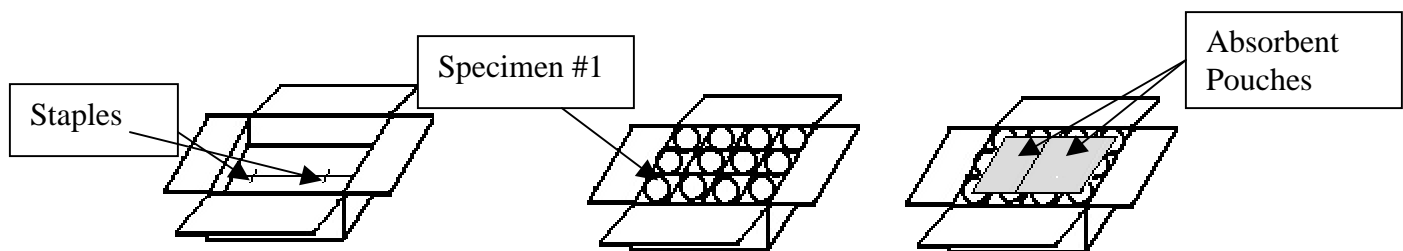
Note: Only UPLs who do not have access to an IBTC for a quality control check will use Certificates of Correction. Also, these UPLs will not sign the specimens over to anyone; they will go from the UPL to the mail.
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4. Packaging the Specimens

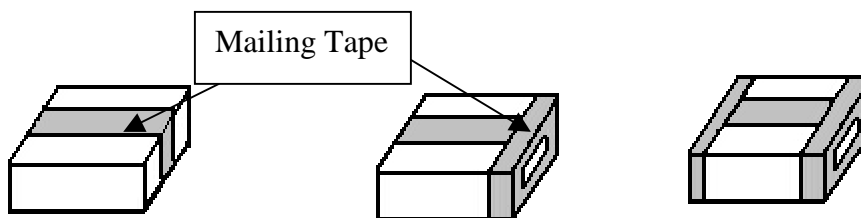
Note: Only IBTCs will ship specimens to the laboratory; however every UPL must be familiar with the packaging requirements for the following reasons:

- Your unit may deploy and then you will have to ship your own specimens to Tripler Army Medical Center.
- AR 600-85 gives the IBTC the option of having the UPL package the specimens or to package the specimens themselves.
- These steps may be completed by either the UPL or the IBTC as determined by local SOP.

- Examine the staples inside the collection box, under bottle #5 and #8; ensure that the staples are flat. If the staples are sticking up, then flatten them with a hammer or remove them and tape the bottom closed. (Newer boxes are taped not stapled)
- Liquid absorbent pads will be placed in each specimen box (containing up to 12 specimens) to absorb any leakage that may occur.



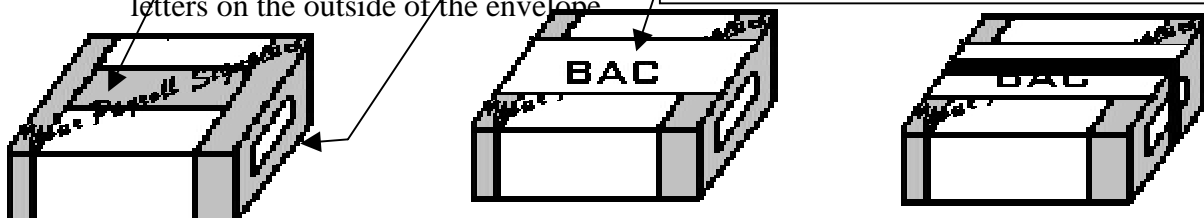
- The specimen box will be sealed with adhesive tape (use a mailing type tape, not scotch tape) over all open sides, edges and flaps.



NOTE: Do not use 100 mile an hour tape (Duct Tape).

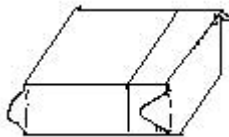
- The UPL or the IBTC then signs his or her payroll signature across the tape on the TOP AND BOTTOM of each container

- The UPL or the IBTC secures a plain white business envelope (with 1" wide tape, Signature (NOT With the original DD Form 2624 enclosed, UNSEALED) on the outside bottom of specimen container. Your base area Base Area Code will be written in large letters on the outside of the envelope



5. Shipment of urine specimens

- a. All urine specimens will be forwarded to the supporting FTDTL by the IBTC.
- b. Sign each DD Form 2624 releasing it to one of the authorized modes of transportation, i.e. "Released to USPS". (USPS is the United States Postal Service)
- c. Prepare the specimen boxes as required for shipment.
- d. Ensure that each original DD Form 2624 remains inside the envelope taped to the specimen container. Make suspense copies of DD Forms 2624 and Certificates of Corrections for your files.
- e. DO NOT SEND UNIT LEDGERS TO THE IBTC unless you are in garrison.
- f. Place specimen container inside a leak proof bag and seal (White plastic leak-proof bag, NSN 6530-01-304-9762).



- g. Wrap the container IAW your carrier's requirements. Some mail services require that the box be wrapped in brown paper before shipment.
- h. Multiple specimen boxes may be combined into larger boxes for shipment, but each specimen box must be wrapped as stated above to include a leak proof bag. There are no specific taping instructions for the larger box.

Note: Do not combine more than ten (10) collection boxes into a larger box
--

- i. Ship containers to the IBTC by transportation priority one. One of the following transportation modes will be used:
 - (1) US Postal Service by First Class Mail.
 - (2) Hand-carried by surface transportation.
 - (3) Military aircraft transportation system.
 - (4) US flag commercial airfreight, air express, and airfreight forwarder.
 - (5) FedEx or UPS

- (6) When none of the above can satisfies the movement required, by foreign flag air carrier.

J. Mail to your servicing Installation.

- (a) TAMC
1 JARRETT WHITE ROAD BLDG 40
TRIPLER AMC, HAWAII 96859-5000

NOTE: Do not do any wrapping until all bottle labels and DD Forms 2624 have been verified and Certificates of Correction (if required) have been prepared. All copies of all documents must be copied before packaging begins.

D. Unusual Circumstances

- a. Unusual circumstances are anything out of the normal procedures and include:
 - a. Soldier with no ID card
 - b. Short specimen to include no specimen
 - c. Possible adulteration
 - d. Broken tamper evident tape
 2. Any unusual circumstance should be annotated on the unit ledger and/or on a Memorandum for Record (MFR).
 3. Soldier with no ID card. If a soldier approaches the UPL desk without an ID card, some alternate method of identification will be used such as:
 - (1) Identity verified by 1SG or CDR and SSN taken from alpha roster.
 - (2) Identity verified from picture ID (such as driver license) and then SSN taken from alpha roster.
 - (3) The use of ID tags is not considered a valid ID of a soldier.
- (a) Whichever method your unit decides upon or your installation mandates must be in the SOP.
 - (b) You will annotate that the soldier had no ID card and how the ID was verified in the Unit ledger and/or in a MFR that is attached to the unit ledger.

5. Short or No Specimen: If a donor goes to the latrine to provide his/her specimen and produces less than 30 mL or is unable to provide any specimen at all then:

- a. The label will be removed from the bottle or at a minimum the SSN will be obliterated.
- b. Any urine in the specimen bottle will be dumped in the commode or urinal by the soldier in view of the observer.
- c. The specimen bottle will be rinsed with tap water and then crushed.
- d. The UPL (you) will annotate on the Unit Ledger that the specimen was short on the 1st attempt.
- e. The soldier will return to the holding area and be instructed to drink water.
- f. The original entries on the unit ledger and DD Form 2624 are still good and will be utilized when a good specimen is provided.

5. Possible Adulteration

(a) When the observer suspects that the soldier tampered with his/her specimen, then the observer will notify the UPL after the soldier hands the specimen to the UPL.

- (1) The UPL will finish processing the specimen and then have the soldier stand fast and ensure that the commander is notified.
- (2) The commander in consultation with SJA/CID will determine any additional testing etc.

c. If you, the UPL, believe that a specimen appears to be adulterated in your initial inspection of the specimen then you will:

- (1) Finish processing the specimen and then have the soldier and observer stand fast and ensure that the commander is notified.
- (2) The commander in consultation with SJA/CID will determine any additional testing etc.
- (3) The observer should be immediately replaced.

NOTE: In both cases mentioned the specimen will be saved; it is evidence that the soldier attempted to adulterate his/her specimen. The local CID and SJA will determine if the specimen is shipped to the FTDTL or shipped to a special laboratory for adulterant testing.

6. Refusal to provide a specimen

- If a soldier refuses to provide a specimen, the appropriate command authority will be notified. The soldier's chain of command should give the soldier a direct order to provide a specimen. If the soldier then refuses, it will be a violation of a direct order. Violation of a lawful order is subject to disciplinary action under UCMJ. Possible actions include court-martial proceedings and processing for separation.

NOTE: Menstruation, pregnancy, or taking medication for a urinary track infection does not excuse a soldier from providing a specimen.

7. Broken Tamper Evident Tape

- a. Occasionally when applying the tamper evident tape, the tape breaks in such a fashion that it does not touch both sides of the bottle label. If this happens then:
- b. Apply a second piece of tape 90 degrees from the first.
- c. Annotate on Unit Ledger that you applied the 2nd piece of tape and soldier observed this process; do a MFR after the collection and attach to the original DD Form 2624.

8. Other Unusual Circumstances: This lesson listed a few of the most common unusual circumstances. The more collections you perform the greater the chances that something unusual will occur. Your requirement is to annotate these circumstance and the actions that you took on the ledger or in an MFR that is attached to the ledger.

GLOSSARY

ACSAP	Army Center for Substance Abuse Programs
ADCO	Alcohol and Drug Control Officer
AMP	Amphetamines
ASAP	Army Substance Abuse Program
AR 600-85	Army Regulation - Army Substance Abuse Program
BARB	Barbiturates
CD	Clinical Director
CID	Criminal Investigation Division
COC	Cocaine
COD	Codeine
CPOS	Confirmed Positive
DA	Department of Army
DD	Department of Defense
D-MET	Designer Methamphetamines
DOD	Department of Defense

DST	Drug Suppression Team
FTDTL	Forensic Toxicology Drug Testing Laboratory
IAW	In Accordance With
IBCP	Installation Biochemical Collection Point
IBTC	Installation Biochemical Testing Coordinator
JAG	Judge Advocate General
MET	Methamphetamines
MDMA	Ecstasy
MFR	Memorandum for Record
MRO	Medical Review Officer
NCO	Non Commissioned Officer
SJA	Staff Judge Advocate
SOP	Standing Operating Procedure
SRRC	Soldier Risk Reduction Coordinator
SSN	Social Security Number
STE	Steroids
THC	Tetrahydrocannabinol
UIC	Unit Identification Code
UPL	Unit Prevention Leader

APPENDIX INDEX

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Appendix – A

URINALYSIS COLLECTION, PACKAGING AND SHIPPING SUPPLIES

UPL STATION SUPPLIES

Urine Specimen Bottles
NSN 6640-00-165-5778



Urine Female Collection Cup
NSN 6530-01-048-0855



Tape, Tamper Resistant
NSN 6640-01-204-2654

Tamper evident tape—Local purchase
Acetate tamper evident paddle
Source: Time Labeling System, INC,
144 Tower Dr., Byer Ridge, IL 60621
Product #: TRL-2N Tel: 1-800-323-4840



Labels, Pressure Sensitive
NSN 7520-01-204-9751

Gloves, Rubber
NSN 6515-00-339-7860

DD Forms 2624, Specimen Custody Document—Drug Testing

[illegible]

Unit Urinalysis Ledgers

[illegible]

MFR—Observer

[illegible]

UPL and Commander's Briefings
Ball Point Pens –BLACK
Alpha Roster

Paper Towels - In case of a spill or wet bottle

Disinfectant – In case of a spill and to disinfect when finished testing

Ruler – to line out an entire entry on the DD Form 2624, if necessary

URINALYSIS COLLECTION, PACKAGING AND SHIPPING SUPPLIES (cont)

Trashcan with trash bags
Table and chair (your work station)
Copy of AR 600-85
Copy of installation and unit SOPs
Copy of MACOM and/or installation policy letters
UPL appointment orders

HOLDING AREA SUPPLIES

Styrofoam drinking cups
Table - For drinking supplies
Chairs
Garbage can(s) with trash bags
Water, coffee, juice, etc.

LATRINE SUPPLIES

Hand Soap and paper towels
Latrine Off limits sign (Available in Commander's Guide and UPL Handbook)

PACKAGING SUPPLIES (If Required)

Liquid Absorbent Pouches
NSN 6330-01-304-9754



Mailing Pouch—White
NSN 6530-01-304-9762

Envelopes, Plain White (#10 business) NSN 7530-00-286-6970
Adhesive tape for packaging
Black marker to sign payroll signature across top and bottom of box
Brown wrapping paper to wrap box if required by mail carrier.

LATRINE OFF LIMITS

URINALYSIS HOLDING AREA

URINALYSIS TESTING AREA OFF LIMITS

TO UNAUTHORIZED PERSONNEL

UPL TESTING STATION

**HAVE YOUR ID CARD READY AND BE ABLE
TO PROVIDE A SPECIMEN NOW!**

Appendix - C

MEMORANDUM FOR OBSERVERS

SUBJECT: Responsibilities of Observers During Drug Testing

General:

1. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Record.
2. The testing procedures do not violate a soldier's Fourth or Fifth Amendment rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is a violation of a direct order and may result in the soldier being processed for separation.
3. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As an observer, you may be asked to provide testimony at legal or administrative proceedings. You may be subject to UCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control. Actions may include, but are not limited to the following:

Article 92: Knowingly failing to obey a lawful general order or regulation by not maintaining direct line of sight of the urine into the bottle.

Article 107: Making a false official statement in signing the UPL's urinalysis ledger acknowledging the urination process was directly observed and no tampering occurred.

Article 134: False swearing by authenticating that no substitution or tampering of the urine sample occurred.

Criteria for Observers:

1. Be an Officer or NCO in the rank of E-5 or above.
2. Be of the same gender as the soldier being tested.
3. Possess sufficient maturity and integrity to preserve the dignity of the soldier being observed.
4. **Not be currently enrolled within the ASAP Rehabilitation Program or currently be under investigation for any substance abuse related offenses.**

Responsibilities: As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

SUBJECT: Responsibilities of Observers During Drug Testing

Once assigned to a specific soldier:

1. Observer controls the urine collection process at all times.
2. Maintains visual contact with the bottle at all times.
3. Ensures the soldier washes his/her hands with water only, no soap, prior to providing a specimen.
4. Ensures that the specimen provided is not contaminated or altered.
5. Directly observes the soldier (one soldier at a time per observer) voiding urine into the specimen bottle. (When the optional wide mouth specimen collection container is used, immediately after the collection and while still under direct observation of the observer, the urine must be poured into the currently approved urine specimen bottle and tightly capped by the soldier providing the specimen.)
6. Ensures direct observation of the flow of urine from the soldier's body into the bottle.
7. Supervises the soldier tightly capping the bottle.
8. Ensures the bottle is not reopened after the cap is tightened.
9. Escorts the soldier back to the UPL station/table with bottle in full view.
10. Observes the UPL placing tamper evident tape over the top of the bottle, and across the label. Not to cover printed information.
11. Observes the UPL place the specimen in the collection box.
12. The observer will sign the unit ledger in front of the UPL and soldier verifying the collection process and direct observation was conducted.

OBSERVER AFFIDAVIT: I have read and understand this document. I will comply with the responsibilities as stated above and will report anything out of the ordinary immediately to the UPL or Commander.

Observer's Printed Name

Observer's Signature

Date

UPL's Printed Name

UPL's Signature

Date

Appendix - C: Commander's Briefing

Commander's Briefing

Today our Unit will be drug tested for illegal substance use. The primary purpose of this test is to ensure our unit's military fitness, and that we are maintaining proper standards of readiness.

Individuals in this unit have been selected on a random basis for drug testing. There is no probable cause or reasonable suspicion that anyone in the unit is using or abusing drugs or a controlled substance.

Everyone selected for testing will be tested. Anyone not present will be rescheduled for testing at a later date.

Every specimen collected will be tested for Marijuana (THC), Cocaine, Amphetamines (which includes methamphetamines, MDMA (ecstasy), MDA, and MDEA), and heroin and from one to four other drugs. The additional drug(s) will be chosen on a rotational basis from a group that includes Opiates (which includes morphine and codeine), LSD, PCP, and Oxycodone/oxymorphone known commonly as OxyContin.

Testing procedures outlined in AR 600-85 will be followed.

All Soldiers must be aware that all verbal orders connected with the testing are lawful and are to be followed as such.

A refusal to comply with orders relating to this test; subjects the Soldier to punitive or administrative actions under AR 600-85, AR 135-18, AR 135-178, and AR 635-10.

DOES ANYONE HAVE ANY QUESTIONS?

The UPL will now provide you with details about the drug testing procedures that will be used today.

Appendix – E

UPL’S UNIT BRIEF

You have four major responsibilities during the collection procedure:

1. Verify your personal data.
2. Provide more than 30ml of specimen.
3. Keep specimen bottle in full sight until sealed with tamper evident tape.
4. Sign your payroll signature to verify that the specimen was yours and you watch it be sealed by the UPL with tamper evident tape and placed in the collection box.

Your urine specimen will be provided in a labeled plastic bottle (an optional wide mouth collection cup is available for females).

Each bottle will have a label affixed to it with today’s date that identifies you by your SSN. Do not accept a bottle that does not have a completed label affixed with your correct SSN and today’s date.

Collection of the specimen will be conducted using direct observation in full view of an observer. Do not go to the UPL station until you feel you are ready to provide at least 30ml (approximately ½ bottle) of urine. If you are unable to provide a specimen or an adequate quantity of urine, you will be held in the holding area until you are able to provide a specimen. You will be provided an adequate amount of liquid to help facilitate the collection process. You will not be released from duty today until you have provided a proper specimen.

Your tasks include:

You will provide your military ID card. If you do not have your military ID card or photo identification, the commander will be called to verify your identification.

Remove excess outer garments such as BDU jackets and coats or PT tops.

You will initial the bottle label after you verify your SSN, full name, and date on the Unit Urinalysis Ledger; verify SSN on DD Form 2624; and verify the date and your SSN on the bottle label.

Provide a urine specimen under direct observation.

Sign your payroll signature on the Unit Urinalysis Ledger verifying that the urine specimen provided was yours, the specimen was sealed with tamper evident tape and was placed into the collection box.

Note: I do not need to know if you are taking or have taken prescription medications. If your specimen result comes back from the laboratory as positive for a drug that could have been a result of prescription medication, a medical doctor will review the result before any other actions are taken. The doctor will review your medical record, any prescriptions from outside providers, and possibly interview you, prior to making a medical determination of valid prescription use or

illegal use. If the doctor determines the drug positive was a result of valid prescription medication, then no actions will be taken against you.

Are there any questions? Any questions about the collection procedure will be directed towards your observer or myself.

Appendix – F

Collection Paperwork Specimen Custody Document-Drug Testing (DD Form 2624)

One of the most important aspects of collecting urine specimens is maintaining the Specimen Custody Document-Drug Testing (DD Form 2624). It is imperative that this form be completed with extreme care and accuracy. Attention to detail and the ability to write clearly are imperative in preparing the specimen bottle label, DD Form 2624 and the Unit Urinalysis Ledger. Care must be taken when copying numbers to ensure consistency. The most common errors made on the Chain of Custody documents that result in the specimen being rejected for testing are: non-matching social security numbers, incomplete social security numbers, and improperly making corrections.

NOTE: Most errors can be eliminated by utilizing the DOD Drug Testing Program (DTP) – this program will preprint the DD Forms 2624, Unit ledgers and specimen labels.

1. Block 1. ASAP address to include street, city, state, and zip code (location where FTDTL results are sent).
2. Block 2. Specific unit address to include street, city,
3. Block 3. Base Area Code for the installation (i.e. TC01, RC04, NG03)
4. Block 4. Unit Identification Code (UIC). Every unit has a separate six-character UIC code.
5. Block 5. Document/Batch Numbers are assigned locally. Each DD Form 2624 will be assigned a batch number. The first document batch number will be

		0	1
--	--	---	---

 the second

		0	2
--	--	---	---

 and the remaining numbered sequentially. You may use 01 through 99. With each new date the batch number will reset to 01. You will use only one (1) Document/Batch Number per DD Form 2624. NOTE: The first 2 spaces may be left blank, or filled with “X”s or “0”s.
6. Block 6. Date specimen collected (year, month, and day). For example a collection date of “1 November 2001”, should be written as “20011101”.
7. Block 7. Specimen number – leave blank. The pre-printed number on the DD Form 2624 will be used as the specimen number.
8. Block 8. Enter complete SSN of soldier to be tested.
9. Block 9. Test Basis (See Table on next page)

<u>TEST Basis</u>	Explanation and use
IR	Inspection Random: Commander directed partial unit test. Used for normal monthly random testing (i.e. 10 % unit testing).
IU	Inspection Unit: Commander directed unit sweep. Used for 100% unit testing.
IO	Inspection Other: Inspections based on command/unit policy. Used to test individuals based a commanders policy letter or SOP. (I.e. individuals after 30 days leave, newly arrived personnel, re-tests of rejected previously collected specimens, soldiers who return from AWOL.
PO	Probable Cause: Commander directed individual based on probable cause evidence. Commander should verify that probable cause exists with the local SJA prior to ordering this test.
CO	Competence for Duty/Command Direct/Fitness for duty: Commander directs an individual test for fitness for duty. The commander has a reasonable suspicion that a soldier is using a controlled substance, but does NOT have probable cause. The Limited Use Policy applies to this test basis.
VO	Soldier Consent: The soldier voluntarily consents to a urinalysis test without command coercion.
RO	Rehabilitation Testing: The commander directs a soldier to test based on the soldiers alcohol/drug abuse treatment plan.
AO	Accident/Mishap: The commander directs a soldier(s) to test based on an accident causing damage to personnel or property.
MO	Physician/Medical Directed: A physician orders a test based on a medical examination. This test may or may not be covered under the Limited Use Policy.

NOTE: Each DD Form 2624 is limited to one (1) test basis. For example: Do not record CO, IO or IU test basis on the same DD Form 2624, (if DTP is used this will not happen).

10. Block 10. Test Information.

11. A = E-1 through E-4

12. B = E-5 through O-10

13. Block 11. Leave blank

NOTE: Local reproduction (excluding computer generated) of DD Form 2624 is not authorized. The DD Form 2624 is a single sheet form, printed front and back. Supplies will be obtained from Publications or installation ADCO. Do not use a copy machine to reproduce this form.

Holding the DD Form 2624 in front of you, flip the document over from right to left; the orientation of the back is shown is shown.

1a. CHAIN OF CUSTODY		SAS	TABLE	INSTRUCTIONS			
DATE (YYMMDD)	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE REMARKS	BLOCK	USA	USMC	USAF
(1)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(2)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(3)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(4)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(5)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(6)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(7)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(8)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(9)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(10)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(11)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(12)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(13)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(14)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(15)	SIGNATURE	SIGNATURE					
	NAME	NAME					
(16)	SIGNATURE	SIGNATURE					
	NAME	NAME					

1. Complete this form for every change of custody.
 2. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 3. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 4. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 5. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 6. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 7. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 8. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 9. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 10. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 11. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 12. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 13. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 14. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.
 15. If the change of custody is a transfer of custody, the signature of the releasing custodian must be obtained.
 16. If the change of custody is a transfer of custody, the signature of the receiving custodian must be obtained.

DO NOT SIGN TO SHIPPING CONTAINER DISCREPANCIES

DD Form 2836, (Rev. 1-73) (Prescribed)

If you flip the document over from the top the orientation of the back is shown.

Table 1.2: 2017-2018		Table 1.3: 2018-2019	
1	2017-2018	2018-2019	2019-2020
2	2017-2018	2018-2019	2019-2020
3	2017-2018	2018-2019	2019-2020
4	2017-2018	2018-2019	2019-2020
5	2017-2018	2018-2019	2019-2020
6	2017-2018	2018-2019	2019-2020
7	2017-2018	2018-2019	2019-2020
8	2017-2018	2018-2019	2019-2020
9	2017-2018	2018-2019	2019-2020
10	2017-2018	2018-2019	2019-2020
11	2017-2018	2018-2019	2019-2020
12	2017-2018	2018-2019	2019-2020
13	2017-2018	2018-2019	2019-2020
14	2017-2018	2018-2019	2019-2020
15	2017-2018	2018-2019	2019-2020
16	2017-2018	2018-2019	2019-2020
17	2017-2018	2018-2019	2019-2020
18	2017-2018	2018-2019	2019-2020
19	2017-2018	2018-2019	2019-2020
20	2017-2018	2018-2019	2019-2020
21	2017-2018	2018-2019	2019-2020
22	2017-2018	2018-2019	2019-2020
23	2017-2018	2018-2019	2019-2020
24	2017-2018	2018-2019	2019-2020
25	2017-2018	2018-2019	2019-2020
26	2017-2018	2018-2019	2019-2020
27	2017-2018	2018-2019	2019-2020
28	2017-2018	2018-2019	2019-2020
29	2017-2018	2018-2019	2019-2020
30	2017-2018	2018-2019	2019-2020
31	2017-2018	2018-2019	2019-2020
32	2017-2018	2018-2019	2019-2020
33	2017-2018	2018-2019	2019-2020
34	2017-2018	2018-2019	2019-2020
35	2017-2018	2018-2019	2019-2020
36	2017-2018	2018-2019	2019-2020
37	2017-2018	2018-2019	2019-2020
38	2017-2018	2018-2019	2019-2020
39	2017-2018	2018-2019	2019-2020
40	2017-2018	2018-2019	2019-2020
41	2017-2018	2018-2019	2019-2020
42	2017-2018	2018-2019	2019-2020
43	2017-2018	2018-2019	2019-2020
44	2017-2018	2018-2019	2019-2020
45	2017-2018	2018-2019	2019-2020
46	2017-2018	2018-2019	2019-2020
47	2017-2018	2018-2019	2019-2020
48	2017-2018	2018-2019	2019-2020
49	2017-2018	2018-2019	2019-2020
50	2017-2018	2018-2019	2019-2020
51	2017-2018	2018-2019	2019-2020
52	2017-2018	2018-2019	2019-2020
53	2017-2018	2018-2019	2019-2020
54	2017-2018	2018-2019	2019-2020
55	2017-2018	2018-2019	2019-2020
56	2017-2018	2018-2019	2019-2020
57	2017-2018	2018-2019	2019-2020
58	2017-2018	2018-2019	2019-2020
59	2017-2018	2018-2019	2019-2020
60	2017-2018	2018-2019	2019-2020
61	2017-2018	2018-2019	2019-2020
62	2017-2018	2018-2019	2019-2020
63	2017-2018	2018-2019	2019-2020
64	2017-2018	2018-2019	2019-2020
65	2017-2018	2018-2019	2019-2020
66	2017-2018	2018-2019	2019-2020
67	2017-2018	2018-2019	2019-2020
68			

Examples of a blank and a completed DD Form 2624 are on the next four pages.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING										A. LABORATORY CONDUCTING DRUG TESTING																																			
1. SUBMITTING UNIT		2. ADDITIONAL SERVICE INFORMATION (Second Echelon)								B. BATCH NUMBER		C. REPORT OF RESULT (DTG/Serial No)																																	
3. BASE/AREA CODE		4. UNIT IDENTIFICATION CODE		5. DOCUMENT/ BATCH NUMBER		6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)		7. SPECIMEN NUMBER		8. COMPLETE SSN		9. TEST BASIS		10. TEST INFORMATION		11. PRESCREEN THC COC		E. DISC CODE		F. ACCESSION NUMBER		G. RESULT																							
<div style="text-align: center; font-size: 48px; font-weight: bold;">SAMPLE DO NOT USE</div>																								D. DRUGS TESTED																					
																								(1)																					
																								(2)																					
																								(3)																					
																								(4)																					
																								(5)																					
																								(6)																					
																								(7)																					
																								(8)																					
																								(9)																					
																								(10)																					
																								(11)																					
(12)																																													
H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated.										(3) CERTIFYING OFFICIAL (Printed Name and Title)																																			
(1) SIGNATURE										(2) DATE SIGNED																																			
DD Form 2624, FEB 93										Replaces OPNAV 5350/2 (FEB 82), DA Form 5180 (AUG 86), and AF Form 1890 (APR 86), which are obsolete.																																			

DD Form 2624, FEB 93 (Back)

Example of completed DD Form 2624 (Front)

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING												A. LABORATORY CONDUCTING DRUG TESTING								
1. SUBMITTING UNIT		2. ADDITIONAL SERVICE INFORMATION (Second Echelon)										B. BATCH NUMBER		C. REPORT OF RESULT (DTG/Serial No)						
850 All American City Ave Bldg 6781 Fort Worth, TX 76105		74C 1234 10/11/81 Fort Worth, TX 76105																		
3. BASE/AREA CODE		4. UNIT IDENTIFICATION CODE		5. DOCUMENT/BATCH NUMBER		6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)						D. DRUGS TESTED		E. DISC CODE		F. ACCESSION NUMBER		G. RESULT		
7. SPECIMEN NUMBER		8. COMPLETE SSN		9. TEST BASIS		10. TEST INFORMATION		11. PRESCREEN IHC		COC										
(1)		W	2	L	A	A	0	0	0	1	1	9	9	8	0	2	2	8		
(2)																				
(3)																				
(4)																				
(5)																				
(6)																				
(7)																				
(8)																				
(9)																				
(10)																				
(11)																				
(12)																				
H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated.												(3) CERTIFYING OFFICIAL (Printed Name and Title)								
(1) SIGNATURE												(2) DATE SIGNED								
DD Form 2624, FEB 93																				

Example of completed DD Form 2624 (Back) from collection to shipment
(Including temporary storage discussed in post collection procedures)

12. CHAIN OF CUSTODY			LAN	THRU	INSTRUCTIONS			
DATE (YYMMDD)	RELEASED BY	RECEIVED BY		PURPOSE OF CHANGE/ REMARKS	BLOCK	USA	USN/MC	USAF
a.			b.		1	SUBMITTING UNIT Message address of unit submitting urine samples		
(1)	SIGNATURE	SIGNATURE		Specimens placed in Temporary Storage	2	ADDITIONAL SERVICE INFORMATION (SECOND ECHOLON)	Do not use	Optional. May be used to identify the base POC.
020315	Alan R. UPL NAME	Safe NAME			3	BASE/AREA CODE	Service Code Area	Leave Blank. For future use.
(2)	SIGNATURE	SIGNATURE		Specimens retrieved from Temporary Storage	4	UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit submitting urine sample.	Do not use
020316	Safe NAME	Alan R. UPL NAME			5	DOCUMENT/BATCH NUMBER	Do not use	3-digit batch number common to all specimens in the shipment (Ex, 501). Comprised the middle part of the full 10 character BDN assigned to each specimen
(3)	SIGNATURE	SIGNATURE		Specimens received by IBTC	6	DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that the samples were collected by submitting unit.	Do not use
020316	Alan R. UPL NAME	Jennifer S. IBTC NAME			7	SPECIMEN NUMBER	Use number pre-printed on form to itemize bottle.	Enter 3-digit sequential specimen number (last 3 characters of full BDN).
(4)	SIGNATURE	SIGNATURE		Specimens mailed to FTDIL by UPS	8	COMPLETE SSN	Full SSN of person from whom sample obtained.	
020316	Jennifer S. IBTC NAME	UPS NAME			9	TEST BASIS	Indicate the testing premise to conduct the collection.	
(5)	SIGNATURE	SIGNATURE			10	TEST INFORMATION	Leave Blank.	Entry required only if additional testing is requested. If Full Panel; Si Steroid; O Other drug; Provide clarification in attached message.
	NAME	NAME			11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.	Not used
(6)	SIGNATURE	SIGNATURE			12. CHAIN OF CUSTODY (LINE 11):			
	NAME	NAME			a. DATE - Date of collection/shipment. b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples. c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank. d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.			
(7)	SIGNATURE	SIGNATURE			NOTE: If/when custody of specimens changes other than for shipment (unless hand carried to lab), each change of custody requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in a custody with comment in block (d). If a continuation sheet is necessary, it must contain information/signatures of blocks (a) - (d).			
	NAME	NAME			13. DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES			
(8)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(9)	SIGNATURE	SIGNATURE						
	NAME	NAME						
(10)	SIGNATURE	SIGNATURE						
	NAME	NAME						
DD Form 2624, FEB 93 (Back)								

Appendix – G

Collection Paperwork: Unit Urinalysis Ledger

The Unit Urinalysis Ledger is the only record maintained of a urinalysis test at the unit. This form will be secured and retained by the unit. The soldier and observer will sign the Unit Urinalysis Ledger. The UPL will initial the Unit Urinalysis Ledger in the appropriate block. The following steps will be followed in filling out the Unit Urinalysis Ledger

1. The document/batch number, specimen number, SSN, unit identification code, date specimen collected, and test basis recorded on the Unit Urinalysis Ledger and the DD Form 2624 must match.
2. Block 1. Submitting Unit: Unit designation and address to include street, city, state, and zip code. (Block 2 of DD Form 2624)
3. Block 2. UPL: Printed name (first, middle initial, last) of the UPL and initials.
4. Block 3. Phone number of submitting unit.
5. Block 4. Unit Identification Code (UIC)
6. Block 5. Date specimen collected (year, month, day) e.g. collection date of 1 November 2001: would be 2001 11 01. The date on the DD Form 2624 and the Unit Urinalysis Ledger must match.
7. Block 6. Document/Batch number. Each batch, box of 12 or fewer specimens, will be assigned a batch number with the first batch being 01, the second 02, and the remaining numbered sequentially. May use 01 through 99. More than one batch number may be recorded on one unit urinalysis ledger sheet.
8. Block 7. Specimen number. Specimen numbers will be from 1 through 12. The specimen numbers on the DD Form 2624 and the Unit Urinalysis Ledger must match.
9. Block 8. SSN: Enter complete SSN of soldier to be tested. SSN on DD Form 2624 and Unit Urinalysis Ledger must match.
10. Block 9. Test Basis – Same as DD Form 2624
11. Block 10. Soldier's rank not grade.
12. Block 11. Soldier's printed name (first, middle initial, last) and payroll signature verifying that the ledger information is correct.
13. Block 12. Action taken/remarks. Any unusual circumstances will be annotated here.

14. Block 13. Observer's printed name (first, middle initial, last) and payroll signature.

NOTE: Do not send a copy of the Unit Urinalysis Ledger to the FTDTL. The Surgeon General's laboratory SOP directs the FTDTL to reject any specimen that can be identified by name. The Unit Urinalysis Ledger is the only document that identifies the soldier by name.

Examples of a blank and a completed Unit Ledger are on the next two pages.

Example of Unit Ledger (Blank)

[illegible]

Example of completed Unit Ledger

UNIT URINALYSIS LEDGER												
1. SUBMITTING UNIT		2. UADC:		INITIALS:		4. UNIT IDENTIFICATION		5. DATE SPECIMEN COLLECTED:				
157th Area Support Group 850 4th American Bldg Bld Riverside, CA 92508		ALAN R. SMITH		ARS		CODE:		(YYYY) (MM) (DD) 2002 01 10				
6. DOCUMENT/	7.	8. COMPLETE	9. TEST	10. RANK	11. SOLDIER'S SIGNATURE	12. ACTION TAKEN / REMARKS	13. OBSERVER'S SIGNATURE		OBSERVER'S PRINTED NAME			
BATCH	SPECIMEN	SOCIAL SECURITY	BASIS		SOLDIER'S PRINTED NAME							
NUMBER	NUMBER	NUMBER										
01	1	456-78-9123	IR	SFC	Michael C. Biggerstaff	none	John Pfalser	John Pfalser				
01	2	987-65-4321	IR	SPC	Al B. Special	none	John Pfalser	John Pfalser				
01	3	123-46-9857	IR	LTC	John Q. Officer	none	John Pfalser	John Pfalser				
01	4	102-34-5678	IR	SPC	Dick F. Jones	Short Sample	John Pfalser	John Pfalser				
01	5	010-34-5678	IR	MSG	William C. Carr	none	John Pfalser	John Pfalser				
01	6	999-88-8777	IR	SGT	James O. Dunn	none	John Pfalser	John Pfalser				
01	7	963-85-2741	IR	SPC	Malcolm F. Bigg	No ID card	John Pfalser	John Pfalser				
01	8	159-26-3487	IR	PV2	George A. Andrew	none	John Pfalser	John Pfalser				
01	9	142-75-3869	IR	1SG	Michael R. Sweeney	none	John Pfalser	John Pfalser				
01	10	153-62-4789	IR	MAJ	Gordon E. Matthews	none	John Pfalser	John Pfalser				
01	11	751-95-3862	IR	PFC	David E. House	Identification verified by 1SG	John Pfalser	John Pfalser				
01	12	753-95-1482	IR	CPL	Sean R. Francis	none	John Pfalser	John Pfalser				

Appendix – H

Collection Paperwork Bottle Label

Procedural Steps

The following five (5) items will be recorded on the specimen label.

1. Date (year, month, and day). The same as on the DD Form 2624 and Unit Urinalysis Ledger, e.g., date collected, 1 November 1993, 1993 11 01. Ensure all dates match.
2. Complete SSN. Ensure all SSNs match.
3. Base/Area Code.
4. Soldier's initials – The use of an "X" indicating placement of initials will not be used.
5. UPLs initials.

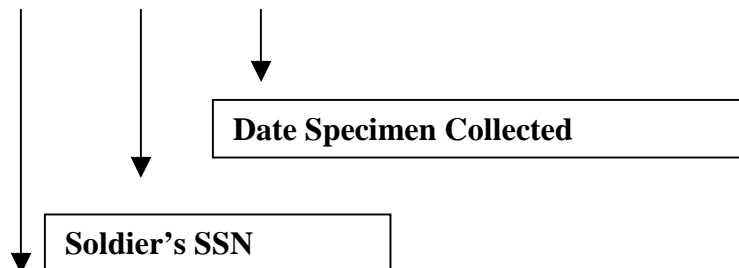
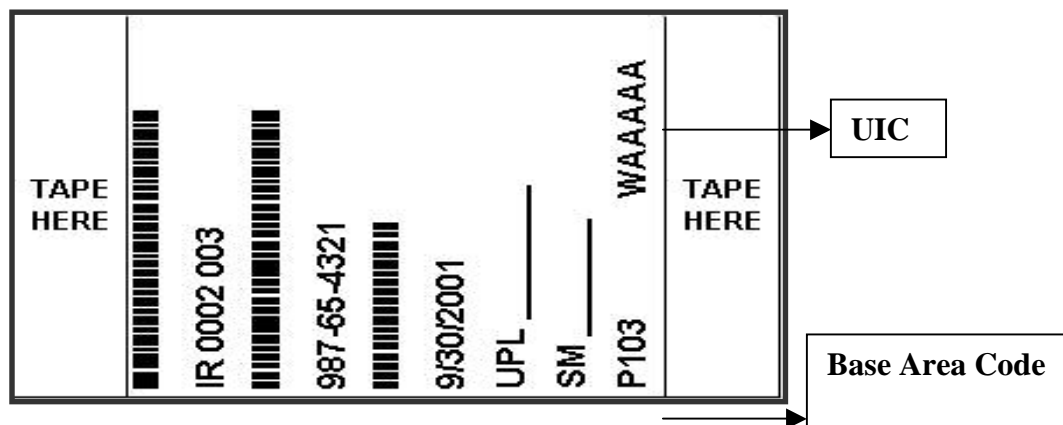
Example Labels

YYYYMMDD	BAC
_____ UPL init	_____ Donor Init
SSN	

20020109	MW03
<i>MCB</i> _____ UPL init	<i>BCP</i> _____ Donor Init
123-45-6789	

Computer generated label Orientation is, as it would appear on the bottle.

**SAMPLE OF
DTP GENERATED
BAR-CODED LABEL**



Test Basis (IR- Inspection Random), Batch Number (2), Specimen Number (3)

Appendix – I

Making Corrections

How to Make Corrections

1. Only the person making the error can make the correction on the DD Form 2624 or bottle label. Corrections will be made as follows: *See Figures for handwritten bottle label and DD Form 2624 correction examples. Figure 9-7 is an example of a corrected bar-coded DD Form 2624.*
2. Line (draw a single line) through the faulty information.
3. Write the correct information directly above the faulty information.
4. Place your initials and the date close to the correction.
5. Never write over any number or letter.

NOTE: Bar-coded Labels and DD Forms 2624 cannot have the SSN corrected. The label must be handwritten if the SSN is incorrect. The DD Form 2624 entry must be lined through and the donors SSN handwritten onto an empty space or another DD Form 2624. Incorrect barcodes or uncollected specimens should have a marker drawn through the entire bar code. (Figure 9-7)

6. Certificate of Correction. If corrections cannot neatly be made on the DD Form 2624 or the bottle specimen label by the individual who made the error, a Certificate of Correction should be used to correct and verify the process. *See figures 9-8 and 9-9 for example Certificate of Corrections.*
7. The Certificate of Correction will be filled out noting the faulty information as it now reads and the correct information as it should read.
8. The Certificate of Correction will be signed and dated by the UPL and verified by the commander, his/her representative or the IBTC.
9. The Certificate of Correction will not be used to make corrections on the Unit Urinalysis Ledger.

Example of corrected bottle label

20020109	MW03
<u>MCB</u> UPL init	<u>BCP</u> Donor Init
123-45-6789 ⁶ MCB 9 Jan 02	

Example of corrected DD Form 2624

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING						A. LABORATORY CONDUCTING DRUG TESTING			
1. SUBMITTING UNIT <i>850 All American City Ave Bldg 6781</i> <i>Fort NoWhere, VA 12345</i>			2. ADDITIONAL SERVICE INFORMATION (Second Echelon) <i>HAQ 123rd AM BN</i> <i>Fort NoWhere, VA 12345</i>						
3. BASE/AREA CODE <div style="border: 1px solid black; padding: 2px;">F C 1 2</div>		4. UNIT IDENTIFICATION CODE <div style="border: 1px solid black; padding: 2px;">W 2 L A A A</div>		5. DOCUMENT/BATCH NUMBER <div style="border: 1px solid black; padding: 2px;">0 0 0 1</div>					
6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD) <div style="border: 1px solid black; padding: 2px;">1 9 9 8 0 2 2 8</div>						B. BATCH NUMBER			
D. DRUGS TESTED						C. REPORT OF RESULT (DTG/Serial No.)			
7. SPECIMEN NUMBER		8. COMPLETE SSN		9. TEST BASIS	10. TEST INFORMATION	11. PRESCREEN THC COC	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
(1)		123-45-6789		US	A				
(2)		234-56-7890		US	A				
(3)		345-67-8901		US	B				
(4)		456-78-9012		US	A			Not Used. ATR. 28 Feb 98	
(5)		567-89-0123		US	A				
(6)		678-90-1234		US	B				
(7)		789-01-2345		US	B				
(8)		890-12-3456		US	B				
(9)		901-23-4567		US	B				
(10)		012-34-5678		US	A				
(11)		987-65-4321		US	B				
(12)		876-54-3210		US	B				
H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated. (1) SIGNATURE						(3) CERTIFYING OFFICIAL (Printed Name and Title)			
(2) DATE SIGNED									

DD Form 2624, FEB 93

Replaces OPNAV 5350/2 (FEB 82), DA Form 5180 (AUG 86), and AF Form 1890 (APR 86), which are obsolete.

[illegible]

Appendix – J

Certificate of Correction (Blank)

CERTIFICATE OF CORRECTION

MEMORANDUM FOR:

SUBJECT: Certificate of Correction

1. This letter is to certify the following corrections were made as indicated below for urine specimen enclosed with this shipment for testing.

2. REFERENCE: () BOTTLE LABEL () DD FORM 2624

DOCUMENT/BATCH _____ SPECIMEN _____

READS AS:

CORRECTED TO READ AS:

SIGNATURE: _____

DATE: _____

TITLE: _____

VERIFIED BY: _____

DATE: _____

TITLE: _____

Certificate of correction
(Example)

CERTIFICATE OF CORRECTION

MEMORANDUM FOR: The FTDTL for your installation, street address, city, state, zip code

SUBJECT: Certificate of Correction

2. This letter is to certify the following corrections were made as indicated below for urine specimen enclosed with this shipment for testing.

2. REFERENCE: () BOTTLE LABEL (X) DD FORM 2624

DOCUMENT/BATCH 02 SPECIMEN 05

READS AS:

110-54-4224

CORRECTED TO READ AS:

118-54-4224

SIGNATURE: Alan R. York
Date: 8 Jan 99
TITLE: UPL, HQ BN

VERIFIED BY: Edward B. Commander
Date: 8 Jan 99
TITLE: Commander, HQ BN

Appendix - K

Numbering Method for Urine Boxes

Box lid must be marked to reflect the bottles in the box using the specimen number (lowest to highest). Box will not be sealed until final inspection by UPL (with signature) DD Form 2624 (completed and verified) will be folded and placed in envelope and secured to the outside of the box. Each box will contain samples as numbered one To twelve. Subsequent boxes will be labeled as batch number 02, 03, etc.

The diagram illustrates the numbering method for urine boxes. It shows a top lid labeled **BATCH 01**. Below the lid is a 4x6 grid of sample positions. The grid is divided into four rows and six columns. The first three columns of the grid contain numbers 1 through 12, arranged in a 4x3 grid. The fourth, fifth, and sixth columns are empty. The numbers are arranged as follows:

1	5	9	1	5	9
2	6	10	2	6	10
3	7	11	3	7	11
4	8	12	4	8	12

Box flaps are indicated by arrows pointing to the top, bottom, and side flaps. The top flap is labeled **Box Flaps**. The bottom flap is labeled **Box Flap**. The side flaps are labeled **Box Flaps**.

NUMERING METHOD FOR URINE BOXES FILLED WITH MULTIPLE

Box lid must be marked to reflect the bottles in the box using the specimen number (lowest to highest). Box will not be sealed until final inspection by UPL (with signature). DD Forms 2624 (completed and verified) will be folded and placed in sealed envelope And secured to the outside of the box. Each box will contain samples as designated by Batch and Specimen number.

Box Flaps			BATCH 01	BATCH 02	BATCH 03	Box Flaps
01 1	02 1	03 1	1	1	1	
2	2	2	2	2	2	
	3	3		3	3	
	4			4		
			Box Flap			

Appendix – L

Quality Control Checklist

DD Form 2624

1. Are all blocks filled out correctly and completely to include Test Basis (Block 9) and Test Information (Block 10)?
2. Are there any errors or write overs?
3. Are all errors properly corrected and documented?
4. Does the SSN in Block 8, DD Form 2624 match the ones on the Unit Urinalysis Ledger and the bottle label?
5. Do the dates on the DD Form 2624, the Unit Urinalysis Ledger, and the bottle label match?
6. Does the document/batch and specimen number on the DD Form 2624 match the document/batch and specimen number on the Unit Urinalysis Ledger?
7. Are the UIC and BAC correct on the form?
8. Did you ensure that the form was filled out with black non-smear ink? (NO FELT PENS AND NO PENCILS)
9. Did you properly complete the chain of custody indicating all changes in custody (Block 12, DD Form 2624, and backside)?

UNIT URINALYSIS LEDGER

10. Does the Unit Urinalysis Ledger reflect the soldier's signature, printed name, rank, SSN, and remarks (if applicable)?
11. Is the Test Basis indicated on the Unit Urinalysis Ledger?
12. Do the SSN on the Unit Urinalysis Ledger, DD Form 2624, and bottle label match?
13. Do the dates on the Unit Urinalysis Ledger, DD Form 2624 and bottle label match?
14. Does ledger show printed name and signature of each observer?
15. Is the UPL's name and unit telephone number noted on the Unit Urinalysis Ledger?
16. Does the Document/Batch and Specimen Number on the Unit Urinalysis Ledger match the Document/Batch and Specimen Number on the DD Form 2624?
17. Is the Unit Urinalysis Ledger maintained in a secure area at the unit?
18. Are errors made on the Unit Urinalysis Ledger corrected in the same manner as the DD Form 2624?
 1. Has the UPL ensured that the appropriate DD Form 2624 matches the specimens collected?

2. Has the UPL ensured that no copies of the Unit Urinalysis Ledger were sent to the Toxicology Laboratory?

Specimen Label and Bottle

19. Is the amount of urine adequate for testing (more than 30 ML or filled over half full)?
20. Are all entries on the label in the proper location?
21. Did the UPL ensure that the cap was securely tightened and that the bottle did not leak?
22. Was tamper evident tape placed over the cap of the bottle?
23. Was the tamper evident tape placed over the specimen bottle cap so that all information on the label was readable?
24. Is only black, non-smear ink used on the forms and bottle label (NO FELT PENS)?
25. Did the UPL ensure that only authorized urine specimen bottles were used for collection?
26. Did the UPL ensure that the date on the bottle label, DD Form 2624, and Unit Urinalysis Ledger matched?
27. Did the UPL ensure that the Base Area Code was on the label?
28. Did the UPL ensure that the soldier's and UPL's initials were on the bottle label?
29. Did the UPL ensure that the soldier's name did not appear on the bottle label?
30. Are all errors properly corrected, initialed, and dated?

Appendix – M

Example of a special test request memorandum

SPECIAL TEST REQUEST

MEMORANDUM FOR: The FTDTL or Special Laboratory
Street Address
City, State, Zip Code

Date: _____

SUBJECT: SPECIFIC TEST REQUEST FOR A FOURTH/FIFTH DRUG TESTED

1. Please test the following specimens for:

() LSD () PCP () Opiates () Barbiturates

Document Batch Number _____

Specimen(s) _____

OR

2. SPECIAL TEST REQUEST:

Please test the following for: _____

Document Batch Number _____

Specimen(s) _____

3. The commander of this/these soldiers has discussed probable cause and/or drug trends with SJA and the ADCO.

4. POC is CPT Smith at (111)-111-1111 or DSN: 999-1111

John J. Smith
CPT, AR
Commanding

UNIT URINALYSIS LEDGER

[illegible]

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING										A. LABORATORY CONDUCTING DRUG TESTING					
1. SUBMITTING UNIT		2. ADDITIONAL SERVICE INFORMATION (Second Edition)								B. BATCH NUMBER		C. REPORT OF RESULT (DIG/Serial No.)			
3. BASE/AREA CODE		4. UNIT IDENTIFICATION CODE		5. DOCUMENT/BATCH NUMBER		6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)				D. DRUGS TESTED					
7. SPECIMEN NUMBER		8. COMPLETE SSN		9. TEST BASIS		10. TEST INFORMATION		11. PRESCREEN THC (C/C)		E. DISC CODE		F. ACCESSION NUMBER		G. RESULT	
(1)															
(2)															
(3)															
(4)															
(5)															
(6)															
(7)															
(8)															
(9)															
(10)															
(11)															
(12)															
H. CERTIFICATION. I certify that I am a laboratory certifying official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and that they are correctly annotated.										(3) CERTIFYING OFFICIAL (Printed Name and Title)					
(1) SIGNATURE										(2) DATE SIGNED					

12 CHAIN OF CUSTODY DATE (YYMMDD)		13 RELEASED BY		14 RECEIVED BY		THRU PURPOSE OF CHANGE/ REMARKS	
(1)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(2)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(3)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(4)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(5)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(6)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(7)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(8)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(9)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						
(10)	SIGNATURE	NAME	SIGNATURE	NAME			
	NAME						

INSTRUCTIONS			
BLOCK	USA	USMAC	USAF
1 SUBMITTING UNIT	1. <i>Message address of unit submitting unit sample</i>		
2 ADDITIONAL SERVICE INFORMATION (SECOND ECHelon)	Do not use	2. <i>Second echelon commander to whom submitting unit reports administratively</i>	Optional. May be used to identify the base POD.
3 BASE/ AREA CODE	Service Code Area	Leave Blank. For Future use.	Four character Base Identification code. Ex: F1231. Commander's first four character of the full 10-character unit identification number
4 UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit submitting unit sample.		Do not use
5 DOCUMENT/ BATCH NUMBER	Do not use	Essentially unlimited batch number. Each batch in 12 sample, or portion thereof, shall be assigned a sequential number by the reporting unit.	
6 DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that the sample was collected by collecting unit.		
7 SPECIMEN NUMBER	Use number pre-printed on form to itemize bottle.		Enter 3-digit sequential specimen number (last 3 characters of full BIONL).
8 COMPLETE SSN	Full SSN of person from whom sample obtained.		
9 TEST BASIS	Indicate the testing premise to conduct the collection.		
10 TEST INFORMATION	10.1 <i>SSN of Submitting Unit</i> C-707 (Military) or C-708 (Civilian) (See 10.1-10.1.1) 10.2 <i>Submitter's Name</i> 10.3 <i>Submitter's Address</i> 10.4 <i>Submitter's Phone Number</i>	Leave Blank.	Enter 3-digit sequential specimen number (last 3 characters of full BIONL). 55 to 99: Other than: Provide classification in attached message.
11 PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.		Not used

12 CHAIN OF CUSTODY (LINE 11)

a. DATE - Date of collection/shipment.

b. RELEASED BY - Signature and printed or typewritten name of the unit/for condition.

c. RECEIVED BY - Signature and printed or typewritten name of the unit/for condition.

d. PURPOSE OF CHAIN OF CUSTODY - Specify the name of the unit/for condition.

NOTE: When number of specimen changes other than for duplicate found as used in lab, each change of custody requires the number appears in the (b) RELEASED BY and (c) RECEIVED BY blocks in duplicate with changes in block (d) if a continuous chain is necessary, it must contain the name of the unit/for condition.

13. DAMAGE TO SHIPPING CONTAINERS/PODS CREANCTES

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